

May 18, 2018

MEMORANDUM

TO: Mayor and Members of the City Commission

FROM: Joe Gerrity, City Manager
and Kevin Hogencamp, Deputy City Manager

SUBJECT: Weekly Summary

Here is a summary of City of Atlantic Beach activities and initiatives of significance. Please let us know if you have any questions.

Building

- Moving forward with filling the permit technician position.
- Revised a departmental bulletin to require construction surveys.
- The Insurance Services Office's 2018 community rating system audit has been accepted. Next year, the City will undergo a five-year review.
- Along with other members of the development team and deputy city manager, reviewed renovation plans for 1805 Mayport Road.
- Met with developer and contractor for the Ahern Street townhouse project.

City Clerk

- Prepared for, attended and performed various administrative duties for the May 14 City Commission meeting.
- Worked on drafting minutes for the May 3 Parking and Pedestrian Safety Advisory Resource Committee and May 7 Commission roundtable meetings.
- Processed and published agenda packets for the May 21 Commission workshop and May 29 Commission meeting.
- Continued setting up the new agenda management software, iCompass, to process additional features. Also attended training on the minutes module.

City Manager

- Along with the mayor, other City Commission members and department heads, attended the Northeast Florida League of Cities meeting at Atlantic Beach Country Club.

- Reviewed the LEED for Cities presentation in advance of the May 21 City Commission workshop.
- Interviewed representatives of Kimley-Horn and VHB (planning companies) to determine who will assist in the re-write of the land development code.
- Had lunch with the other Beaches city managers to discuss common issues and challenges.
- Participated in a teleconference with a firm to finalize questions for the upcoming employee climate survey.
- Reviewed and approved the RFP for the Selva Preserve loan.
- Spoke with a Holland & Knight attorney regarding the purchase/sale agreement for Selva Preserve.
- Continuing to deal with persistent land-use issues.

Deputy City Manager

- Met with Commissioner Stinson regarding standardizing and providing training for boards and committees.
- Worked with Mayor Glasser regarding various communications initiatives.
- Along with the mayor and executive assistant to the city manager, assisted with coordination of Purple Heart City activities. Following up with publicity, a sign sponsorship opportunity, and devoting a website to the project.
- Met with a Beach Avenue resident and Chief Cook about a parking issue, and followed up with the resident's garbage collection concern.
- Consulted with the Recreation Department on various issues, including the beach wheelchair program.
- Staffed City Commission meeting.
- Utilized various communications channels to inform citizens about numerous matters, including but not limited to dune protection, Purple Heart City, Kids to Park Day, Mobile Police Athletic League; and automobile burglary prevention.

Finance

- Compiled monthly finance and legal reports.
- Held bid openings for enterprise resource planning software and road paving.

Human Resources

- In-processed a new employee.
- Analyzed revised draft pay study results.
- Working with Planning/Community Development and the Environmental Stewardship Committee to develop a park volunteers program. Researched other cities with similar programs.
- Coordinating COAB's participation in the Florida League of City's annual survey of cities.
- Updating the employee handbook.
- Handling two risk management issues.
- As part of COAB's wellness program, launched a month-long nutrition challenge for employees through a partnership with Baptist Health's Personalized Approach To Health program.

Information Technology

- Programmed Police Department switches in preparation for Comcast fiber move.
- Moved main city domain controller from an existing server to a new virtual server.

Planning/Community Development

- Along with the city manager, deputy city manager, city attorney and the Northeast Florida Regional Council's Brian Teeple, interviewed two consultants for the land development regulations update.
- Presented a waiver and a medical marijuana ordinance to the City Commission.
- Presented a variance to the Community Development Board.
- Worked on the backyard hen ordinance.
- Worked on the parks master plan map and participated in a conference call with the National Parks Service regarding the plan.
- Worked on sign ordinance revisions.
- Attended the Congress for New Urbanism national conference in Savannah.
- Prepared materials for upcoming City Commission meetings.
- Performed various site inspections.
- Reviewed 24 building permits and three tree-removal permits

Police

- Met with Florida Highway Patrol representatives to discuss bringing the Arrive Alive campaign to Atlantic Beach.
- Presented the COAB hurricane readiness plan to the National Commission on Military, National, and Public Service.
- Attended the law enforcement appreciation award ceremony at the State Attorney's Office.
- Met with Bishop Golden to discuss upcoming community initiatives.
- Participated in the Jacksonville Jumbo Shrimp's Law Enforcement Appreciation Night.
- Unveiled the new Children's Reading Library in ABPD lobby.
- Worked on the department's FY-2019 budget.
- Staff participated in emergency vehicle operations training.
- Attended a regional training council meeting.
- Staffed City Commission meeting.
- Hosted parking enforcement specialists training.

Public Utilities

- Coordinated with a Seminole Road resident's plumbing contractor regarding specifications for grinder pump and sewer connection.
- Continued work on capital improvement and operating budget preparation.
- Contractor began sewer pipe rehabilitation/lining project in Oak Harbor.
- Removed potential flow obstructions in a Selva Marina Drive sewer main.
- The new Plants Division director began training with the outgoing director.
- Processing the purchase of clarifier cage drive assemblies for the wastewater treatment plant approved by the City Commission.

Public Works

- Lifeguard tower work is slowed by rain.
- Completed rope fence at Veterans Park.
- Started vacuum truck operator training.
- The milling and paving project bids were opened; award recommendation is on the May 29 City Commission agenda.
- The Seminole Road (north of 20th Street) drainage project contractor is scheduled to begin work May 22, weather permitting.
- Soliciting quotes to restripe all city basketball courts.

Recreation

- Displaying the artwork of Sharkir Husein.
- Met with the Cultural Arts and Recreation Advisory Committee chair.
- Met with Limbaugh Electric and K&W Audio Visual regarding the Adele Grage Cultural Center renovations.
- Worked on the coordination of summer camp registration, flag football, Wild Wonders, Acoustic Night, artist receptions, Arts in the Park, and the Jazz Festival.